



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 1730.1P
N00R
19 JUL 2018

NAVSUPPACT NAPLES INSTRUCTION 1730.1P

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: NAVSUPPACT NAPLES CHAPEL FACILITY USAGE

Ref: (a) SECNAVINST 1730.7D
(b) OPNAVINST 1730.1E
(c) OPNAVINST 1700.9E CH1
(d) CNICINST 1730.1
(e) NAVSUPPACTNAPLESINST 1754.7A

Encl: (1) User Agreement and Guidelines for Chapel Facility Usage
(2) Chapel Center Reservation Form
(3) Chaplain Request Form

1. Purpose. To issue policy and procedures for the use of the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Chapel Center per references (a) through (e).

2. Cancellation. NAVSUPPACTNAPLESINST 1730.1N

3. Policy. Chapel facilities on NAVSUPPACT Naples installations support the Command Religious Program (CRP). Per references (a) through (d), chapel facility usage policy and guidelines are established to facilitate the delivery of religious ministry programs and support the free exercise of religion for authorized users. Consistent and fair application of these policies and guidelines serves to promote good stewardship of chapel resources and benefits the entire NAVSUPPACT Naples community.

4. Scheduling Chapel Facilities

a. Chapel facilities are reserved foremost for regularly scheduled CRP divine services, pastoral care, religious education, special religious services or ceremonies, and CRP-sponsored events.

b. Chapel facilities may be reserved to support command functions, command-approved community groups, and other approved activities on a not to interfere basis with regularly scheduled

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CRP events. Requests for reservations should be submitted to the CRP facility manager at the chapel complex site requested (Gricignano Support Site or Capodichino) using Enclosures (1) and (2).

c. Order of priority for scheduling chapel facilities:

- (1) Divine services
- (2) Pastoral care
- (3) Religious education
- (4) Special religious services or ceremonies
- (5) CRP-sponsored events
- (6) Command functions
- (7) Command-approved community group events

d. Emergent events (e.g. Command Functions or Memorial Services) which have a higher priority may conflict with previously approved reservations. The CRP facility manager will coordinate with the relevant stake holders to achieve a mutually agreeable outcome. In the event that the scheduling conflict cannot be resolved, the CRP facility manager will make a recommendation to the command chaplain, who will make the final decision. In the case that an event must be cancelled vice postponed, the CRP facility manager will notify the applicant. The applicant will be responsible to find a suitable alternative space.

e. Use of a chapel space does not imply chaplain participation. Requests for the services of a chaplain, civilian religious ministry professional, or other military or civil official in support of any special religious or non-religious ceremony or event is distinctly separate from the chapel usage arrangements.

(1) Requests for the services of an active duty chaplain assigned to NAVSUPPACT Naples, should be submitted to the Command Chaplain using enclosure (3).

(2) All other arrangements should be made directly with the chaplain, civilian religious ministry professional or other official concerned.

f. The Command Chaplain may approve civilian clergy to conduct special religious services in the chapel facilities.

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5. Requirements and Prohibitions. The guidelines for using chapel facilities are contained in Enclosure (1). Applicants must review, consent by signature, and comply with these guidelines to ensure safety and good stewardship of chapel spaces.

a. Chapel facilities will not normally be authorized for personal use (e.g. birthday party, wedding reception) or to host overnight events (e.g. youth lock-ins).

b. Assets contained within the Religious Ministries Department (specifically, chairs, tables, and audio/visual equipment) may not be loaned or borrowed without the written consent of the Command Chaplain.

6. Action

a. Eligible persons or groups who wish to reserve a chapel space or to request chaplain support should complete enclosures (1), (2), and (3) as applicable.

b. Requests for use of Religious Ministries Department facilities should be forwarded to the CRP facility manager at the chapel office where the applicant intends to plan an event. All requests will be returned as "Approved" or "Disapproved" within three working days. It is the responsibility of the applicant to verify the status of the reservation request.

c. In the event a request is denied by the Command Chaplain, the applicant may appeal the decision in writing to the Commanding Officer (CO) within five calendar days.

7. Forms. All forms contained in this instruction may be obtained from the NAVSUPPACT Naples chapel offices at Capodichino or the Support Site in Gricignano.

8. Terms

a. Chapel Spaces. The fellowship halls, kitchens, classrooms, adjacent patios, hallways, bathrooms, nursery, "cry rooms", entryways, storage rooms, stairways, stairwells, Gricignano Support Site Clock Tower, worship centers and adjacent walkways in the Capodichino Chapel (Building 453) and Support Site Chapel (Building 2072) complexes.

b. Eligible Persons. Active duty military personnel and their authorized dependent family members, members of reserve components on active duty, retired personnel as well as Department of Defense personnel and their command-sponsored family members.

c. Private Organizations. Organizations listed as recognized groups on record with the NAVSUPPACT Naples, Staff Judge Advocate per reference (e).

d. Special Religious Services or Ceremonies. Weddings, funerals, memorial services, bat/bar mitzvahs, confirmations, and other ordinances or sacramental rites. Pertaining to recognized religious faith groups.

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e. Guests. Persons attending functions who do not hold uniformed service identification or a privilege card, and authorized civilian personnel and their families.

9. Questions pertaining to this instruction should be directed to the facility manager at COMM: 081-568-3539, DSN: 626-3539 (Capodichino) or COMM: 081-811-4600, DSN: 629-4600 (Support Site). Requests for exceptions to policy may be submitted in writing to the CO, NAVSUPPACT Naples, via the Command Chaplain.

10. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

11. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



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Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4BB

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

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Guidelines for Using Chapel Facilities

1. General Facilities Use. The chapel facilities are U.S. Government spaces which support the U.S. Naval Support Activity, Naples, Italy, Command Religious Program. These facilities can also serve to support the broader community when availability, purpose, and prior approval are properly coordinated. The use of chapel facilities is a privilege, which may be revoked if these guidelines are not followed.

a. Authorized users are responsible for bringing all equipment, materials, and supplies (i.e. paper to make copies, staplers, and markers) required for their event. Users may use chapel tables and chairs within the perimeter of the chapel complex with prior approval from the facility manager.

b. Users are responsible for setting up the space before the event and restoring it to its original configuration afterward.

c. Users will ensure that chapel furnishings are properly handled at all times. In case of damage, users will report it immediately to the chapel staff for proper assessment.

d. Users shall clean the spaces after their scheduled event.

(1) Cleaning equipment and materials are available from the Command Religious Program.

(2) At a minimum, erase all writings on the whiteboards, empty trash, wipe-down tables and/or chairs, and sweep or otherwise clean floors marked or soiled during their use.

e. Users shall not attach anything to any chapel furniture, walls, doors, or equipment. Remove all decorations immediately after the service and return the room to its standard configuration when concluding scheduled use of the chapel spaces.

f. Users shall not access the vestry, sound room, or musical equipment without expressed permission of the facility manager.

2. Keys

a. Those reserving a chapel space to be used after regular working hours, weekends or holidays, may check-out keys during regular working hours on the day of the event or the workday preceding it.

b. Users shall not duplicate keys to chapel facilities, loan them out, or otherwise distribute them to others for any reason.

c. Users shall return the key(s) to a chapel key custodian on the next working day.

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3. Safety with Children. Users will not leave children unattended by an adult in any space. Users abide by supervision of children requirements outlined in reference (e).

4. Food and Drinks

a. Do not bring food or drinks into any chapel space except the fellowship halls and kitchens. No food may be left in the facility following an event. Users will ensure that all trash cans are emptied and trash can liners are replaced.

b. Certain kitchen appliances in the Support Site kitchen require hands-on training. Users will consult the chapel staff to identify which appliances require instruction and will receive instruction provided by them. Users will ensure that only properly trained personnel will operate these appliances.

c. Do not smoke or drink alcoholic beverages in chapel spaces. An exception is granted for the consumption of sacramental wine during religious services.

5. Weapons. Weapons of all kinds are barred from chapel facilities with exceptions to those which may be used in an official capacity by a member of a color guard during official ceremonies and those required of servicemembers under arms in a duty capacity. Additional exceptions may be granted by the Command Chaplain.

6. Weddings

a. Weddings may be scheduled in chapel facilities.

b. Requests for an active duty chaplain assigned to NAVSUPPACT Naples to support a wedding as officiant should be submitted to the Command Chaplain using Enclosure (3).

c. Under Reference (a), military chaplains are authorized to perform religious ceremonies "according to the manner and forms" of their endorsing religious organizations. Users should consult with available chaplains regarding chaplain support prior to planning their event.

d. All flowers, flower stands, and decorations must be removed immediately after the wedding.

e. Throwing rice, bird seed, confetti or other similar items is not authorized.

f. Arrangements for base access for all guests and personal service providers (e.g. musicians and photographers) is the responsibility of the user.

g. Wedding receptions may not be scheduled in chapel facilities (including fellowship halls).

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7. Retirements, Reenlistments and Changes of Command

a. The chapel does not provide flags, flag stands, or ceremonial bells. Users must provide these items as desired to be included in their ceremony.

b. The fellowship hall may be scheduled for a reception following a retirement, reenlistment or change of command ceremony using Enclosure (2).

c. Users must set up for the ceremony on the day of the event and secure all materials immediately thereafter returning the chapel facility to its standard configuration.

d. Do not attach tape, nails, staples, or tacks to any chapel furniture, walls, doors, windows, or equipment.

8. User consent and agreement: I AGREE AND WILL COMPLY WITH THE ABOVE REQUIREMENTS.

Name

Signature

Date

CHAPEL CENTER RESERVATION REQUEST FORM
(PLEASE PRINT CLEARLY)

I. Usage Policy. Please review and sign the GUIDELINES FOR USING CHAPEL FACILITIES.

II. Event Information

NAME OF EVENT: _____

DATE: _____ START TIME: _____ END TIME: _____ GROUP SIZE: _____

Recurring event? Yes No. If yes, specify dates: _____

SPACE REQUESTED:
(Check all that apply.)

Site

Capodichino

Support site (SS)

Room or facility

Main chapel

Fellowship hall

SS Classroom

(Weekdays until 1600)

SS East side chapel

Kitchen

OTHER:

If a wedding, name of Officiant: _____

III. Contact Information

NAME OF REQUESTOR: _____ RATE/RANK: _____

BRANCH OF SERVICE: _____ Active _____ Retired _____ Civilian _____

MAILING ADDRESS: _____

WORK PHONE: _____ HOME PHONE: _____ E-MAIL: _____

NAME OF PRIVATE ORGANIZATION (if required): _____

PRIVACY ACT STATEMENT: Under authority of 5 USC.301 Departmental Regulations, information is requested to identify applicants for use of chapel for special religious services, classes or other events. The information will be used by the Chapel Center for identification purposes. COMPLETION IS OPTIONAL; HOWEVER, FAILURE TO COMPLY COULD RESULT IN DENIAL OF REQUEST.

REQUESTOR SIGNATURE AND DATE

IV. Staff Action

Approved & Scheduled

Disapproved

Notified Requestor

Reason for Disapproval: _____

Staff Signature & Date: _____

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REQUEST FOR CHAPLAIN SERVICES

Requestor: _____ Rate/Rank: _____ Date: _____

Command: _____ Contact Phone: _____

Type of Ceremony: Wedding Retirement after _____ years of service

Pre-Deployment Commissioning Change of Command Other _____

Ceremony in honor of: _____

Command: _____

Date of Ceremony: _____ Time: _____

Ceremony to be held at: _____

Rehearsal? (Date, Place & Time) _____

Invocation (Opening Prayer) Benediction (Closing Prayer) Other _____

Uniform:

- SVC Dress Blues Lg. Medals Gloves Civilian Business
- SVC Dress Whites Ribbons Nameplate Civilian Casual
- Summer Whites Khakis Civilian Clerical Liturgical (Robe, Stole, etc.)

Personal Information: (to assist in personalizing the service)

Spouse: _____

Children/Ages: _____

Other Family/Visitors to be mentioned in the prayer: _____

Point of Contact (if different from Requester)

Name & Number: _____

Chaplain Requested: _____ Any Chaplain

Special Notes: _____

===== Office Use Only =====

Approved Referred to Other Resource Authorized by: _____

POC Informed Date _____ Time _____ RP _____